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22 July 1969

MEMORANDUM FOR: Director of Personnel

THROUGH : DD/Pers/R&P

SUBJECT : Annual Report of FY 1969 Accomplishments
and FY 1970 Plans and Objectives

FY 1969 Accomplishments

1. The operations of the Placement Division this fiscal year followed closely the pattern of activities which began in FY 1968 when ceiling restrictions first became a dominant factor in managing personnel input.

- a. Although the total numbers of professional, technical and communications employees on duty at the end of this fiscal year was only slightly less than the number of such employees who were on duty on 30 June 1968, the input to these categories from external recruitment was considerably less. Invitee travel expenditures for FY 1969 were only about 235 thousand dollars compared with about 324 thousand dollars spent for that purpose in FY 1968. Tab A compares the results of this input with the volume of similar activity during FY 1968.
- b. Once again, our effort during FY 1969 was to encourage the initiation of security processing on adequate numbers of candidates for professional technical positions early in the fiscal year. Nonetheless, decisions to initiate processing lagged and followed closely the pattern established in FY 1968. Tab B illustrates how security

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initiations (except those for communicators) piled up again during the last half of the fiscal year. Tab C compares the number of professional and technical applicants in process as of 30 June 1969 with the number of such applicants who were in process at the same time in FY 1967 and 1968.

2. The following highlights warrant particular attention.

a. Correspondence

(1) The Correspondence Branch prepared, signed and dispatched a total of 31,720 letters. This represents only a 10% reduction from FY 1968 despite the very significant decrease in input processing of professional and technical applicants.

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(2) The Branch established [] applicant files during FY 1969. During the last four months, for which comparable statistics are available, 460 more files were established than during the same period in FY 1968.

b. Applicant Selection

(1) Although the Skills Bank attracted no more visitors than it did during FY 1968 we have used the library facilities of the Bank to catalogue in considerable detail those applicant files which were available for consideration by selection officials. Through this system we have greatly improved our base of information and our ability to analyze and evaluate the performance of operating components in considering available candidates.

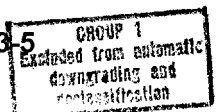
c. CTP Personnel Branch Activity
Current Status of Program

(1) During FY 1969 the CT program continued on the reduced scale projected in the annual report of FY 1968. Three classes began in July, November and March with [] trainees respectively. Because of this significant reduction in workload one clerical position was eliminated from the Branch. Tab D compares FY 1969 workload statistics with those of the two preceding years.

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(2) Although the military accommodation program is still available, few CTP candidates were processed into that program during the latter part of FY 1969. Past record indicates that approximately 40% of the people in that program have resigned upon or very soon after they transferred to civilian status. There is little doubt that the loss rate among the current group of such trainees could be higher. It is apparent that some have joined the program solely to complete their military obligations and without the slightest intent of an Agency career. Others joined with the best intentions career-wise but due to changing circumstances -- marriage, family pressures, changed career direction -- have nevertheless announced their intent to resign or will do so upon their transfer to civilian status. Any future use of the military accommodation program must be examined thoroughly.

(3) CTP experience during FY 1969 gives evidence that our salary offering presents a greater problem than it has in the past. In spite of the fact that an applicant who is primarily money-oriented would probably not seek CT affiliation in the first place, we must remain reasonably competitive in order to attract those really good applicants who are in demand everywhere. A salary offer of \$2,000 to \$4,000 less than others offer a liberal arts graduate who has completed military service is simply not competitive.

(4) Processing Performance -- A problem of delay in obtaining A&E test results was corrected after discussion with A&E representatives.

d. Support to Personnel Management

(1) During this fiscal year the capability of the Employee Assignment Branch was strengthened significantly. One additional officer was added in November and a second in December 1968. Responsibilities among EAB officers were reallocated so that one is now responsible for NPIC, IAS and DDS&T (areas requiring special clearances); one for O/DCI and DDI; and one each for DDS and DDP. Tab E represents workload statistics on EAB Branch activities. The Branch assumed the following new responsibilities during FY 1969:

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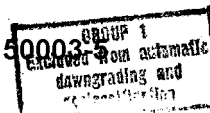
(a) Establish and maintain a roster of senior secretaries who are interested and available for reassignment and coordinates the consideration of these candidates for senior secretarial vacancies as they occur.

(b) Monitors employees on LWOP and in other employment status which carries a time limitation in order to ensure that proper and timely administrative action is taken when called for.

(c) Assignment officers have been designated as EEO counselors for the areas which they service. The new EEO program requires that an employee discuss his grievance with such a counselor within fifteen days from the event and before he may file a formal complaint under the EEO program.

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Objectives for FY 1970

1. As approved by the Director of Personnel the Division will be reorganized and renamed the Staff Personnel Division. It will assume responsibility for clerical input and the IAS which are now carried by the Clerical Staffing Branch of the Recruitment Division. The new Clerical Staffing Branch will also conduct pre-exit interviews and a program to arrange desirable reassignments of clerical personnel on duty in order to improve job satisfaction among clericals in so far as possible and thus possibly reduce the high rate of clerical turnover.

2. Henceforth, this Division will prepare and monitor the Advanced Staffing Plan targets for Staff Personnel Recruitment and input to the various components. This function has been the responsibility of the Plans and Analysis Division. Assignment officers will monitor and coordinate this program in the respective areas which they service and will thus be in a position to keep ASP targets in close harmony with changing needs.

3. The Division will assume the responsibility for pre-exit interviews which have been conducted by the Benefits and Services Division. The objective will be to encourage early pre-exit interviews so as to determine as far in advance of separation as possible the causes for employees' decisions to leave. This should make it possible to arrange more remedial reassignments in appropriate cases.

4. The Division will re-establish a follow-up interview program. The purpose will be to formally determine the suitability of initial assignments of professional and technical employees and to identify possibilities of remedial action when appropriate. Primary emphasis will be directed toward employees in grades GS-12 and below.

5. The Division will establish procedures designed to bring about timely selection decisions on available applicants throughout the year. We will establish in-process targets for groups

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of applicants of interest to more than one component and call upon component representatives to participate in the selection of the best candidates from among those available for consideration.

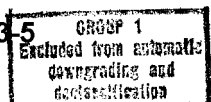


Chief, Placement Division

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